

## *"Making a Difference" Award Criteria*

### ***Purpose***

To recognize individuals who have shown initiative, creative thinking, and/or extraordinary effort on projects, which have a positive statewide impact on several or all agencies.

### ***Award***

The award will consist of an 8x10 plaque to be provided by the Office of Information Technology.

### ***Award Committee***

An award committee will be comprised of the current chair and vice-chair of the Information Technology Advisory Board (ITAB) and the Chief Information Officer. This committee will review the appropriateness of the nomination based on the criteria of the award purpose.

### ***Nominations***

Anyone may nominate an individual for the award by submitting the "Making a Difference" nomination form to the Office of Information Technology. OIT will forward the nomination to the current chair of the ITAB. The chair will then meet with the award committee to review the nomination. Nominators will be advised of their nomination status within 30 days of receipt. Nomination forms may be obtained from the Office of Information Technology.

### ***Presentation***

Upon approval of the nomination, the award will be presented at the monthly Information Technology Advisory Board meeting. The chair of the Information Technology Advisory Board will make the award presentation to the recipient.

## **Making a Difference Award Nomination Form**

### ***Purpose***

To recognize individuals who have shown initiative, creative thinking, and/or extraordinary effort on projects, which have a positive statewide impact on several or all agencies.

I would like to nominate the following individual for the "Making a Difference" award:

Name \_\_\_\_\_

Agency \_\_\_\_\_

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Title of project/initiative for which individual is receiving nomination:

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Brief description of project/initiative and reason for nomination (attach additional sheet if necessary):

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Nominator's name: \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_

*Please return form to: Office of Information Technology, Jefferson Building, and Room 1315.*

Example of Award

# *"Making a Difference"* *Award*

**Presented to  
John Doe**

**For your contribution to the  
Missouri State Government  
IT Community**

**Information Technology  
Advisory Board  
Date**